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15 August 1952

MEMORANDUM FOR: Chairman, CIA Career Service Board

FROM : Executive Secretary, CIA Career Service Board

SUBJECT : Report of Progress in Activating the Career Service Program for the Period 13 June 1952 through 15 August 1952

1. Organization of Office Career Service Boards.

Office Career Service Boards with responsibilities as specified in CIA Notice [] have been organized in 14 Offices and major components of the Agency. Some of these have already begun to function. It is expected that the entire organization will be completed during August and the machinery set in motion for the carrying out of the Career Service Program.

a. Office of Current Intelligence.

The OCI Career Service Board was organized on 19 June (OCI [] and consists of Messrs. Sheldon (ex officio), [] The Board has held two meetings to date. In addition to its assigned responsibilities the OCI Career Service Board will review, and recommend to the Assistant Director, plans for 1) special training courses within OCI, 2) nominees for courses outside OCI, 3) planned progression within OCI for the career development of key individuals, 4) long range planning to include rotation and training assignments outside OCI, 5) reassignment and advancement involving more than one OCI Division or Staff, and 6) all OCI promotions into grade GS-12 and above. Continuing functional responsibility for various aspects of the Career Service Program has been assigned to individual Board members.

b. Comptroller's Office.

The Comptroller's Career Service Board was organized on 16 July and consists of Messrs. Saunders (ex officio, Chairman), [] and Peel. The Board has held one meeting to date.

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c. Office of Communications.

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The OCO Career Service Board was organized on 21 July (OCO Order 24-52) and consists of [redacted]

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[redacted] alternates. In addition to its assigned responsibilities the OCO Career Service Board will: 1) insure six months lead-time for determination of headquarters-overseas rotation, 2) control length of tours of duty in headquarters and field, 3) review promotion of all Communications personnel into grade GS-13 and below, using criteria involving age and experience, and 4) conduct a survey of individual qualifications.

d. Office of Research and Reports.

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The ORR Career Service Board was organized on 24 July [redacted] and consists of Messrs. Amory (ex officio), [redacted] and three rotating members, who at present are [redacted]. The Board met again on 15 August.

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e. Office of National Estimates.

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The ONE Career Service Board was organized on 30 July (ONE Notice No. 68) and consists of Messrs. Kent (ex officio), [redacted]

f. Office of Collection and Dissemination.

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The OCD Career Service Board was organized on 31 July (Memo from the AD and OCD Reg. No. CD-20-1) and consists of Messrs. Andrews (ex officio), [redacted] and rotating members who meet with the Board on the basis of primary interest and function. The Board has held one meeting to date and has effected several intra- and extra-Office rotation details. Criteria adopted for the guidance of rotation plans are two years' service for extra-Office rotation, none for intra-Office rotation.

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g. Personnel Office.

The Personnel Office Career Service Board was organized on 1 August (PDM 35-52) and consists of General Morris (ex officio)

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and Messrs. Maloon (Chairman), [redacted]

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h. Office of Operations.

The OO Career Service Board was organized on 6 August (OO Notice 52-2) and consists of Messrs. [redacted]

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i. General Services Office.

The General Services Career Service Board was organized on 11 August and consists of Messrs. [redacted]

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In addition to responsibilities specified for Office Boards in CIA Notice [redacted] the General Services Board will review and recommend to the Chief, General Services, concerning 1) special training within and outside of General Services, 2) planned progression for the career development of key individuals, 3) planning of rotation and training assignments, 4) reassignment involving more than one Division in General Services, and 5) all promotions into grade GS-12 and above.

j. Office of Training.

The OTR Career Service Board was organized on 13 August and consists of Messrs. Baird (ex officio, Chairman), [redacted]

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In addition to the responsibilities specified for Office Boards by CIA Notice [redacted] the OTR Board will review and recommend final action regarding 1) Personnel Evaluation Reports, 2) appointments, assignments, transfers and promotions, and resignations, 3) extra-Agency training and 4) rotation assignments between the Office of Training and other Offices.

k. Office of Technical Services.

The OTS Career Service Board was organized on 14 August and consists of [redacted] (ex officio, Chairman), [redacted]

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In addition to normal assigned responsibilities the OTS Board will be concerned with 1) special training, 2) identification and development of potential executives, 3) maintenance of an inventory of special skills and abilities, and 4) rotation, reassignment and advancement.

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1. Inspection and Security Office.

25X1A The I&SO Career Service Board is in process of being organized and consists of [redacted] (ex officio)
[redacted]

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a. Office of Scientific Intelligence.

25X1A The OSI Career Service Board is in course of being organized
25X1A and consists of Messrs. Chadwell (ex officio), [redacted]
and [redacted] and one rotating Division Chief who at present
is [redacted]

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n. Medical Office.

An ad hoc Medical Career Service Board is being established.

- o. It is expected that Career Service Boards will be organized in covert Offices during the week of 18 August.**

2. Personnel Evaluation Program.

25X1A **a. The Personnel Evaluation Program was installed on 1 August 1952 by the simultaneous publication of CIA Regulation [redacted] and CIA Notices [redacted].**

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- b. Evaluations Officers have been designated in each Office and major component of the Agency with responsibility for handling administrative activities in connection with the program.**

- c. The training of supervisors in headquarters is under way under the auspices of the Management Training Division, Office of Training. A brochure, "Your Personnel Evaluation Report", has been developed for distribution with each Personnel Evaluation Report Form. This will acquaint all members of the Agency with their responsibilities in preparing Personnel Evaluation Reports. Actual preparation of first reports will begin in October 1952.**

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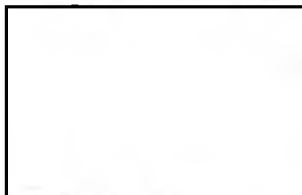
3. Professional Selection Panel.

- a. The following individuals have been nominated to serve as members of the Professional Selection Panel.

James D. Andrews

Member (Overt Offices)
Member (Overt Offices)
Member (Covert Offices)
Member (Covert Offices)
Member (Support Offices)

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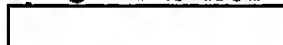


alternate) Advisory representative (Security)
Advisory representative (Training)
alternate) Advisory representative (Personnel)

Matthew Baird

George E. Maloon

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- b. It is recommended that the CIA Career Service Board add to the Panel an advisory representative from the Medical Staff.
- c. (1) The intent of Tab E of the CIA Career Service Program requires a definition of "professional position" based on the long-term career significance of a position in the field of intelligence as well as on the nature of its specific duties. The definition should enable the identification of those positions which because of the kind or level of intelligence information or experience they offer, provide opportunity for individual development which will be of long-term value in fields of special interest to the Agency. Therefore, CIA professional positions are defined as, "those positions which offer direct opportunity for career service by developing an individual's understanding or skill in the use of intelligence techniques, thereby preparing him for progressively more responsible specialized or executive assignments in the Agency."
- 25X1A (2) For the purpose of implementing the program contained in Tab E of CIA Notice No. [redacted] and by the above definition, the following are identified as professional positions:
- (a) Positions grade GS-9 and above.
- (b) Positions grade GS-7 or higher in the following occupational groups or series:

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Information and Editorial Series	GS-0010
Translator Series	GS-0031
Interpreter Series	GS-0033
Security Administration Series	GS-0080
Social Science and Intelligence Group	GS-0100
Personnel Administration Group	GS-0200
Office Services and General Administrative Group	GS-0300
Biological Sciences Group	GS-0400
Accounting and Fiscal Group	GS-0500
Medical, Dental and Health Sciences Group	GS-0600 and GS-0700
Engineering Group	GS-0800
Legal Group	GS-0900
Fine and Applied Art Group	GS-1000
Business and Industry Group	GS-1100
Physical Sciences Group	GS-1300
Library and Archives Group	GS-1400
Statistics and Mathematics Group	GS-1500
Education and Training Group	GS-1700
General Investigating Series	GS-1810
Miscellaneous Investigation and Inspection Series	GS-1899
Supply Group	GS-2000

- (c) Those ungraded and CPC positions, the equivalent of grade GS-7 or higher, requiring highly skilled work associated intimately with intelligence operations.
 - (d) Those additional positions which may be designated as professional positions by the Classification and Wage Division of the Personnel Office upon consultation with representatives of the Professional Selection Panel and the Office wherein such positions are established.
- d. Responsibilities for implementation of specific aspects of the program for "The Selection and Training of Trainees for Professional Positions" (Tab E of the Career Service Program) have been allocated as follows:

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- (1) The Office of Training is responsible for developing the CIA Intelligence School to provide broad intensive training in basic intelligence background information for all new personnel recruited for professional positions (See Recommendations a. b. and c. in Tab E). It will also be responsible for briefing consultant-contacts (See Recommendations h. & i. in Tab E).
- (2) The Procurement Division of the Personnel Office is responsible for the recruitment of personnel for professional positions including the program to recruit students through consultant-contacts in colleges and universities (See Recommendations e. f. and j. in Tab E).
- (3) The Inspection and Security Office is responsible for determining any special security measures to be taken in preventing subversive infiltration through the trainee system (See Recommendation i. in Tab E).
- (4) The Personnel Office will develop a program for testing candidates for professional positions and will, through the Career Development Staff, provide a secretariat to the Professional Selection Panel (See Recommendations d. l. and m. in Tab E).

4. Executive Inventory.

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- a. An Executive Inventory has been established and is being maintained in the custody of the Executive Secretary of the CIA Career Service Board on an "Eyes Only" basis. The Inventory includes all Agency personnel, grades GS-14 and above, and such other persons as the CIA Career Service Board may select from time to time. At present this Inventory includes individuals, or approximately 5.6 percent of all personnel within the scope of the Career Service Program.
 - b. The Executive Secretary has arranged on behalf of the Board to review the Personnel Evaluation Reports on each individual included in the Executive Inventory and will develop additional information to facilitate use of the Inventory as a resource for filling key Agency positions.

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5. Hospitalization and Life Insurance.

- b. Although the Hospitalization Insurance Plan is fairly well defined, the problem of life insurance for members of CIA is becoming increasingly complex. At least one of the large mutual insurance companies refuses to write life insurance for any person employed by CIA without being provided information which cannot be divulged for security reasons. In addition, the insurance requirements of CIA personnel as

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a group have not been sufficiently analyzed and defined. The Secretariat of the CIA Career Service Board is preparing recommendations concerning the advisability of obtaining the full-time services of a competent insurance and actuarial expert who could study the insurance problems peculiar to the CIA, maintain necessary actuarial data, and assist the Agency in solving its insurance problems.

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Executive Secretary,
CIA Career Service Board.

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Distribution:

Members of the CIA Career Service Board
Chairmen of the Office Career Service Boards

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